

60-7038

8 September 1960

MEMORANDUM FOR : [REDACTED]

25X1A

SUBJECT : Report of Cable Secretariat Operations  
From 1-31 August 1960

### 1. Cables Processed

a. The Cable Secretariat reproduced and disseminated 13,786 IN cables, 5,518 OUT cables, 1,342 TD's and 927 miscellaneous items for a total of 21,573 work items during August 1960. This represents an increase of 4,058 items or 23% more than the 1959 monthly average of 17,515. To my knowledge this months total of 21,573 is the highest in the history of the Cable Secretariat. Needless to say, I am proud of both the quality and the quantity and the spirit in which Cable Secretariat personnel disposed of this significant volume of work. We have been plagued with high precedence traffic, heavy DCI take, intelligence reports, and a volume of cables in excess of what we might be expected to do. Add to this the scheduled and non-scheduled absences and the picture was indeed "rough". Because of the heavy traffic volume we used 77 hours over and above our regularly scheduled overtime. If the work was to be done, there was no alternative.

b. Cables increased 3,704 or 24% over the 1959 monthly average of 15,600 cables. The August total is 2,187 or 13% more cables than July 1960 and 3,983 or 26% more than August 1959.

c. TD's increased 220 or 11.5% over the 1959 monthly average of 1,122 TD's.

d. We processed an average of 805 cables Monday through Friday, 551 on Saturday and 215 on Sunday.

e. 1,758 cables or 9% of all cables processed were furnished to the Director, as compared to 1,217 or 7% for July 1960.

### 2. Personnel

As anticipated we lost one Typist this month, giving us a total of [REDACTED] people out of a ceiling strength of [REDACTED]. In September we will lose one of our

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senior analysts, by transfer to the Office of Communications. In order that we would not be operating too tightly, I have requested the Office of Personnel to furnish us two clerks. One we understand will be coming to us soon. If the workload remains high, I plan to hire up to [REDACTED] people on the premise that to do the work requires that many people. This still leaves a cushion of two positions which may be used if circumstances require. 25X1A

3. General

As indicated in my 4 May 1960 memo to you in reference to "Use of overtime in Cable Secretariat", our overall saving for fiscal year 1960 was in excess of \$10,000 (\$10,035.90). We used for overtime \$2,614 less than we budgeted for. This, I consider, quite an achievement since traffic has remained practically the same and we had to staff additional press operators on week-ends to meet IW's requirements.

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Noted  
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